KSIS & More

EVERY CHILD

PROFICIENT & PREPARED FOR
S U C C E S S
KENTUCKY DEPARTMENT OF EDUCATION

Protecting student privacy while using online educational services

Schools and districts have an important role in protecting student privacy. The Privacy Technical Assistance Center (PTAC*) released new guidance to help educators and administrators evaluate policies and procedures for disclosure of student data.

PTAC's new guidance includes examples and helps answer questions such as these:

- Is my school's/district's online service provider requesting disclosure of information that is FERPA-protected?
- What are the requirements for access and parental notice under FERPA?
- What provisions should my school/district include in written agreements with third-party providers?
- What should a school/district/teacher consider for evaluation and approval to use free or paid software?

Click here for PTAC's new guidance and get answers to these questions and more.

*The U.S. Department of Education established PTAC as a "one-stop" resource for education stakeholders for information about data privacy, confidentiality, and security practices related to student-level data.

Data review and verification for SEEK At Risk

Each district will receive an email in May containing a link to the Support Education Excellence in Kentucky (SEEK) At Risk ADM report and a request to *review* their data. Districts will receive a final email in June with the SEEK At Risk number and instructions to *verify* their data.

The path to run this report in Infinite Campus is KY State Reporting > KDE Reports > SEEK at Risk ADM.

On June 30, KDE will pull the verified data.

Address questions to Samantha Engstrom by email or telephone at (502) 564-5279.

eTranscript success

Fewer than six Kentucky public high schools have not deployed the eTranscript system. Kentucky still expects to meet its March 31 target date for statewide public high school adoption. This was a collaborative effort and we want to thank our school and district partners, the Kentucky Higher Education Assistance Authority, the Kentucky Council on Postsecondary Education, and our vendor-partners at Parchment and Infinite Campus for meeting this goal!

The project is now moving from a focus on adoption to a focus on usage. Please ensure high school guidance counselors are using the new electronic process. Kentucky universities expect all final transcripts from public schools to be in electronic format.

If there are questions about use of eTranscripts, contact DeDe Conner or Lisa Keeter to discuss. If additional training is needed, contact Parchment Project Manager Tammy Baden.

Reminders for final transcripts:

- Grades must be posted before generating final transcripts.
- Students can request transcripts for next grading period in advance.
- Generate final transcripts before Aug. 1 to avoid fees.

KDE KSIS end-of-year training — register now

KDE will provide end-of-year training April 29-30. IC district users may join in the live training that will be conducted in the State Board Room (CPT 125), 500 Mero St., Frankfort, or via Microsoft Lync Online. You can register and see more details on the KSIS Training Web page.

KSIS

Microsoft® Lync™

Superintendent's Annual Attendance Report (SAAR) due June 30

The SAAR includes the following information for the entire school year: aggregate days' attendance and absence; race and gender counts; nonresident/non-contract students; overage and underage students; virtual/performance based proficient; eligible suspensions; eligible expulsions; up to 10 (ten) low attendance days due to weather; and 5 (five) lowest attendance days. All information is reported by school, grade level, and by transportation code.

Submit the SAAR via the KDE website by June 30. The link for submission is here. The SAAR submission page can also be found on the KDE website by navigating to Districts>School Support>Student Enrollment>Superintendent's Annual Attendance Report> SAAR Upload File. Once on this page please follow the steps accordingly.

Please refer to the Superintendent's Annual Attendance Report (SAAR) documentation here for the 2013-14 SAAR and the SAAR AADA 2014 calculator here. KDE will not process a district's SAAR until after all enrollment overlaps of more than one day are corrected.

Please contact Steve Young if you have questions by email or telephone at (502) 564-5279.

Individual Learning Plan Addendum (ILPA) is now available in Infinite Campus

The Individual Learning Plan Addendum (ILPA) required by 704 KAR 19:002 to document and monitor transition of a student into an alternative education program is now available in Infinite Campus. District use of the ILPA in IC is **optional** for the remainder of the 2013-14 school year. All district-operated alternative schools will be required to utilize the ILPA for all students enrolled in an alternative education program as a long-term placement beginning with the 2014-15 school year.

The Alternative Education/ILPA Student Information System website contains the following documents to assist with IC user security, set up and data entry of the ILPA module:
• ILPA User Security Guidance
• ILPA Set-up Instructions (template banks, progress options, etc.)
• Alternative Program/ILPA data standards

Please contact Windy Newton or Sherri Clusky at (502) 564-4772 with additional questions.

Infinite Campus semi-annual user group meetings

IC will host Kentucky's spring semi-annual User Group meetings April 14-17 and April 22-25. Topics will include a KDE update, Campus Instruction, Multi-Year Academic Planner (MYA), Meeting Manager and Document Management. KDE will offer EILA credit for participation.

To register, please contact Lisa Rhoton by email and let her know which meeting you will be attending. All meetings will begin at 9:00 a.m. and adjourn at 3:00 p.m. (Local Time).

Here are the locations and dates of the meetings.

April 14 - Caldwell County Schools
District Office
612 W Washington St.
Princeton, KY 42445

April 15 - Warren County Schools
Greenwood High School
5065 Scottsville, Road
Bowling Green, KY 42104

April 16 - Marion County Schools
Area Technology Center
721 East Main Street
Lebanon, KY 40033

April 17 - Franklin County
Western Hills High School Library
100 Doctor's Drive
Frankfort, KY 40601

April 22 - Laurel County Schools
District office
718 North Main Street
London, KY 40741

April 23 - Magoffin County Schools
Magoffin Co. High School
201 Hornet Drive
Salyersville, KY 41465

April 24 - Montgomery County Schools
Montgomery Co. High School, Computer Lab B
724 Woodford Drive
Mt. Sterling, KY 40353

April 25 - Boone County
Ralf Rush Professional Development Center
99 Center Street
Florence, KY 41042

Early Graduation – summary and points of clarification

Beginning in 2014-15, Early Graduation will be possible for students who intend to move on an accelerated timeline through high school and graduate college ready before the typical four years of high school or age 18. Early Graduation is a deliberate pathway for students who wish to move on when ready, receive a diploma from the district and be eligible for acceptance into a Southern Association of Colleges and Schools (SACS) accredited Kentucky public or non-profit two-or four-year college.

Points of clarification

- The regulation goes into effect during the 2014-15 academic year and amends 704 KAR 3:305; Minimum requirements for high school.
- Early Graduation is defined as a student meeting the performance criteria outlined in the regulation and doing so in three years or less from the date of first enrolling in grade nine of high school.
- Per regulation and statute, Early Graduation requirements supersede any district requirements and the districts may not add additional requirements.
- The Intent form must be filled out and entered into the Individual Learning Plan no later than October 1of the year of the student's declaration and the student status must be flagged in Infinite Campus.
- Early Graduation students will require monitoring and counseling to ensure they are on target and on track. This intent may affect student schedules.
- The Intent is not binding; students may revert to regular student status with the knowledge they have to meet the District's minimum requirements and will not be eligible for the Early Graduation Certificate.
- Students that intend to Graduate Early must meet minimum proficiency benchmarks for the four End-of-Course exams required for state accountability and meet CPE benchmarks for the ACT.
- Students may take the state administered ACT earlier than their junior year as provided by the regulation.

Student financial incentives

- A student who meets the Early Graduation requirements earns an Early Graduation Certificate, which is a one-time scholarship award that can be used at a SACS accredited Kentucky college or university the academic year immediately following early high school graduation.
- Effective with the Class of 2015, students who are eligible for the Kentucky Educational Excellence Scholarship (KEES) program and graduate from a Kentucky high school in three years may be eligible for a KEES award that is the equivalent of four years of high school. The award amount is based on the average of GPA awards. You should contact the Kentucky Higher Education Assistance Authority (KHEAA) for additional information regarding the KEES program.

Early Graduation Resources

LRC amended KAR 3:305 (Filed December 13, 2013)

Early Graduation Decision Tree

Early Graduation Frequently Asked Questions

Early Graduation Guidance Document Combined

Early Graduation Overview PowerPoint

Early Graduation Revised Intent Form

For more information:

The Early Graduation regulation is a result of Senate Bill 61 (2013) and is a companion to Senate Bill 97 (2013).

For more information, refer to the KDE Early Graduation Web page: http://education.ky.gov/educational/AL/Pages/Early-Graduation.aspx

April 2014

**Continuous
Instructional
Improvement
Technology
System**

Unbridled LEARNING

CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

CIITS Version 15.4 features

The new CIITS version 15.4, scheduled for release in April, will include changes in the Instructional Management System (IMS). Enhancements to the Instructional Management System (IMS) include:

- Equation Editor: updated characters/symbols
- Teacher Notes for Items/Assessments
- Anchor Papers
- Enhanced ScanIt Upgrade Process
- Item statistics in Item Central
- Authoring and student input in Latin, Italian, and Chinese (simplified)
- Improved EQUELLA integration for assessment items
- Support for newest item types on Android tablets
- Faster searching for tests, and overall test tunnel maintenance
- QTI updates

(*Continued development work is in progress to support the additional multiple measures for supporting teachers to complete Professional Growth Plans and Self Reflections. Pearson has scheduled this development to be complete for the 2014-15 school year.*)

An overview of release 15.4 is available here.

Do you have comments or suggestions for the newsletter? Please contact linda.burton@education.ky.gov,

---

CIITS HELP

It is extremely important that districts report CIITS issues to:

- CIITS Help Desk at 855-435-7459, or ciitshelp@schoolnet.com – include a cc to Maritta Horne, CIITS service manager at KDE

For more information on CIITS Help resources available on-line, click here.

KDE and SchoolNet continue to work together to improve performance issues. Districts confirm that they have experienced improvements from system upgrades that were put in place through January; however, there is indication that some districts are still experiencing issues. We need specifics on these issues, especially if the problem is slowness or latency, documented through CIITS Help Desk tickets to fully research issues. Specifics on what users are experiencing and in what application the issues are occurring is critical to help diagnose the problems. Please remind teachers and staff in schools that they can individually report all issues to the CIITS Help Desk.

2013 Social-Emotional/Self-Help assessment data available

2013 Social-Emotional/Self-Help (part of K-Screen) assessment data is now available in CIITS.

To view the assessment data, go to School & District Data > Pre-Formatted Reports > Standardized Assessment Performance, or click on the Standardized Assessment tab on the Student Profile.

ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page here or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."